

U.S. Department of Education Office of Postsecondary Education



Teacher Shortage Areas (TSA) Report User Guide

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Executive Summary

The Office of Postsecondary Education (OPE) in the U.S. Department of Education has developed the Teacher Shortage Areas (TSA) application to ensure the delivery of high-quality, timely, accurate, and responsive services to Chief State School Officers (CSSOs) and State representatives who provide the required data. The TSA Solution provides all customers and employees access to the same, current teacher shortage data from states and jurisdictions.

The system is designed to collect data from States and jurisdictions and generate Teacher Shortage Areas Reports intended to be reference documents that show where States and schools are looking to potentially hire academic administrators, licensed teachers, other educators and school faculty in specific disciplines/subject areas, grade levels, and/or geographic regions; and where recent graduates of Schools of Education are trained, experienced teaching professionals aiming to serve school districts with shortages can find (prospective) positions and fill the current voids in each State's and territory's Pre-Kindergarten through Grade 12 classrooms, in areas that match their certification credentials; as well as to inform Federal financial aid recipients on reducing, deferring, or cancelling/nullifying/discharging student loan repayments and meet other specified (e.g., teaching) obligations.

Document Organization

This document comprises the following sections:

Section 1 – **Introduction:** This section provides the background, purpose and scope for this document.

Section 2 – **Technical Support – Help Page:** This section provides instructions that can help users better use the application.

Section 3 – **Reporting:** This section provides instructions for generating reports.

Appendix A – **Acronyms and Abbreviations**

Section 1. Introduction

The Teacher Shortage Areas (TSA) application allows States to submit proposed teacher shortage areas for designation to comply with requirements under the regulations for the 34 CFR 682.210(q), 34 CFR 674.53(c), and 34 CFR 686.12 programs.

1.1 Purpose

This User Guide is a user-friendly, non-technical document that provides step-by-step instructions for generating reports from the system.

1.2 Related Regulations

[34 CFR Part 682: Federal Family Education Loan Programs; Final Regulations- regulations explaining teacher deferment and teacher shortage areas designation \(Highlighted in yellow\)](#)

[34 CFR Part 674; et al. Federal Perkins loan Program, Federal Work-Study Programs, and Federal Supplemental Educational Opportunity Grant Program; Final Rule- regulations pertaining to cancelations of loans for teachers \(Highlighted in yellow\)](#)

[34 CFR Parts 668, 673, 674, et al. The Teacher Education Assistance for College and Higher Education \(TEACH\) Grant Program and Other Federal Student Aid Programs; Final Rule- regulations pertaining to Teach Grant \(Highlighted in yellow\)](#)

1.2.1 Teacher Cancellation Low Income (TCLI) Directory

https://studentloans.gov/myDirectLoan/tcli.action?_ga=2.250189830.1897530272.1551282761-760205512.1508418763

1.2.2 Teacher Shortage Areas Data Collection Website

<https://tsa.ed.gov/>

1.2.3 Loan Server Website used for certifying TEACH

<https://myfedloan.org/borrowers/special-programs/teach-grants>

1.2.4 TEACH Grant Certification Form

<https://myfedloan.org/documents/teach-grants/fd/certification.pdf>

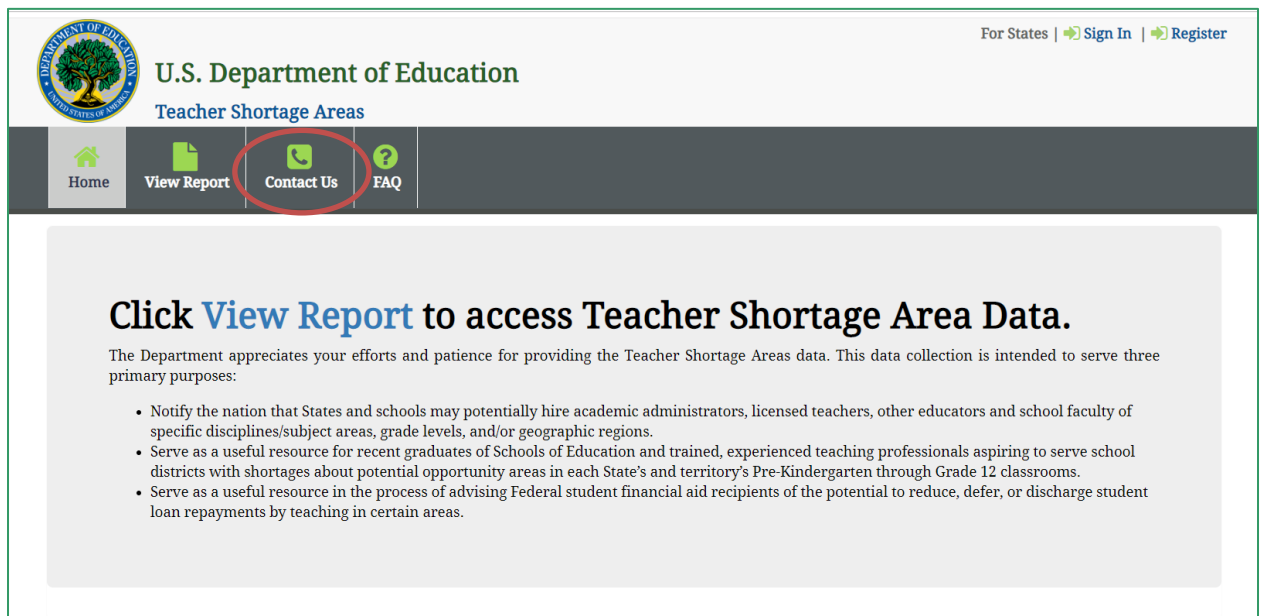
1.2.5 Teacher Loan Forgiveness

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/teacher>

Section 2. Technical Support – Help Page

If you have any technical issues logging in to the application, contact the U.S. Department of Education as follows:

1. Type the URL <https://tsa.ed.gov> into an Internet browser, the *Teacher Shortage Areas* (TSA) welcome screen appears. Select **Contact Us** from the top menu.



2. The *Contact* screen opens. Enter the required information in the Message box and click Send Message. You can also call the TSA helpdesk at 202-630-2477.

U.S. Department of Education
Teacher Shortage Areas

For States | [Sign In](#) | [Register](#)

Home View Report **Contact Us** FAQ

Name *
Enter name

Email Address *
Enter email

Subject *
Select

Message *
Message

Send Message

Our office
E-mail: Freddie.cross@ed.gov
Write directly to:
U.S. Department of Education,
400 Maryland Ave., S.E.,
270-44, Washington, DC 20202.
Call: 202-630-2477

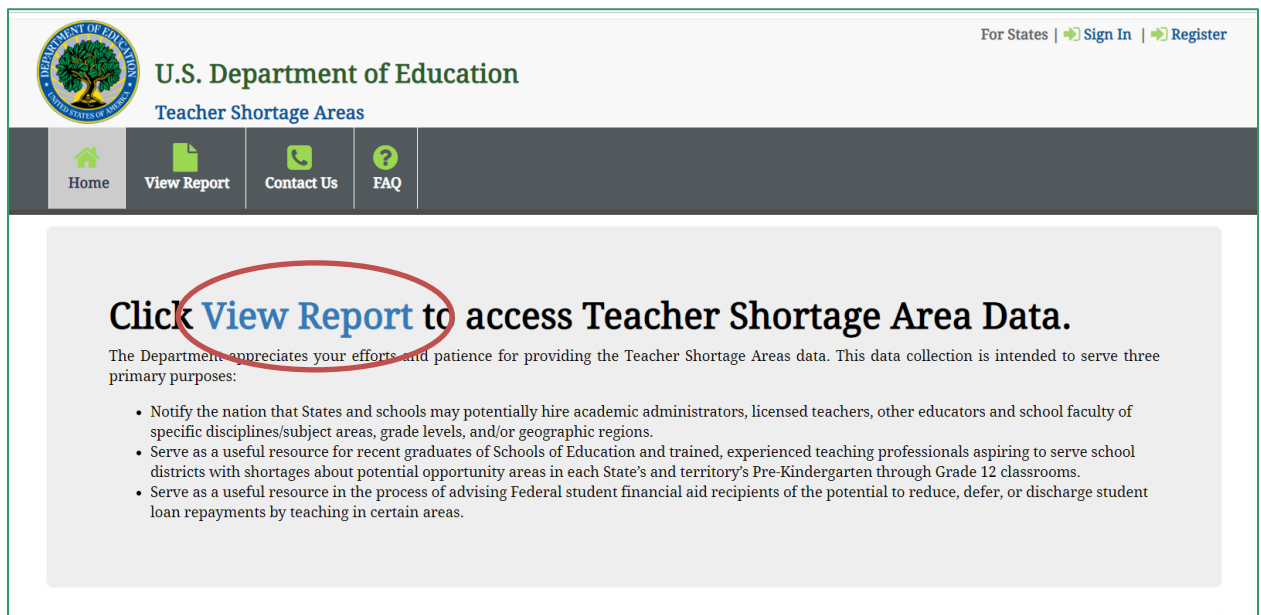
Section 3. Reporting



Reports can be generated without logging in or registering.

To generate a new report proceed as follows:

1. Type the URL <https://tsa.ed.gov> into an Internet browser, the Teacher Shortage Areas (TSA) welcome screen appears. Click on View Report from the top menu or the link.



2. Generate TSA Report screen appears. Select criteria for the different fields from the drop-down lists. (Hint: The fewer criteria selected, the better the results. For ex. begin with School Year and State then choose other criteria based on the results. See example.)

3. Example: Select School Year as '2019-2020', State as 'VA' and Click **Submit**.

The screenshot shows the U.S. Department of Education Teacher Shortage Areas reporting interface. At the top, there is a header with the U.S. Department of Education logo and the text "U.S. Department of Education Teacher Shortage Areas". To the right of the header, there are links for "For States | Sign In | Register". Below the header is a navigation bar with four buttons: "Home", "View Report", "Contact Us", and "FAQ". Below the navigation bar, there are links for "Reporting User Guide" and "Reporting FAQ". The main content area is titled "Generate TSA Reports - (Select criteria below as required)". Below this title, there is a link for "View PDF" with the text "For historical Teacher Shortage Areas, please click on this link: View PDF". The main form has four dropdown menus: "School Year", "State", "Subject Matter", and "Discipline". The "School Year" dropdown is open, showing a list of school years from 2016_2017 to 2020_2021. The "2019_2020" option is selected. The "State" dropdown shows "Select". The "Subject Matter" dropdown shows "Select". The "Discipline" dropdown shows "Select". To the right of the dropdown menus are two buttons: "Reset" and "Submit". The "Submit" button is circled in red.

U.S. Department of Education
Teacher Shortage Areas

For States | [Sign In](#) | [Register](#)

[Home](#) [View Report](#) [Contact Us](#) [FAQ](#)

[Reporting User Guide](#) [Reporting FAQ](#)


Generate TSA Reports - (Select criteria below as required)

For historical Teacher Shortage Areas, please click on this link: [View PDF](#)

School Year: 1 checked (2016_2017, 2017_2018, 2018_2019, 2019_2020, 2020_2021)
State: Select
Subject Matter: Select
Discipline: Select

[Reset](#) [Submit](#)

4. The teacher shortage area report is generated. Data may be exported to either Excel or PDF, if desired by clicking on **Export to Excel** or **Export to PDF**.




U.S. Department of Education

Teacher Shortage Areas

[For States](#) | [Sign In](#) | [Register](#)

[Home](#) | [View Report](#) | [Contact Us](#) | [FAQ](#)

[Reporting User Guide](#) | [Reporting FAQ](#)

 **Generate TSA Reports - (Select criteria below as required)**

For historical Teacher Shortage Areas, please click on this link: [View PDF](#)


School Year
1 checked

State
Virginia

Subject Matter
Select

Discipline
Select

[Reset](#) [Submit](#)

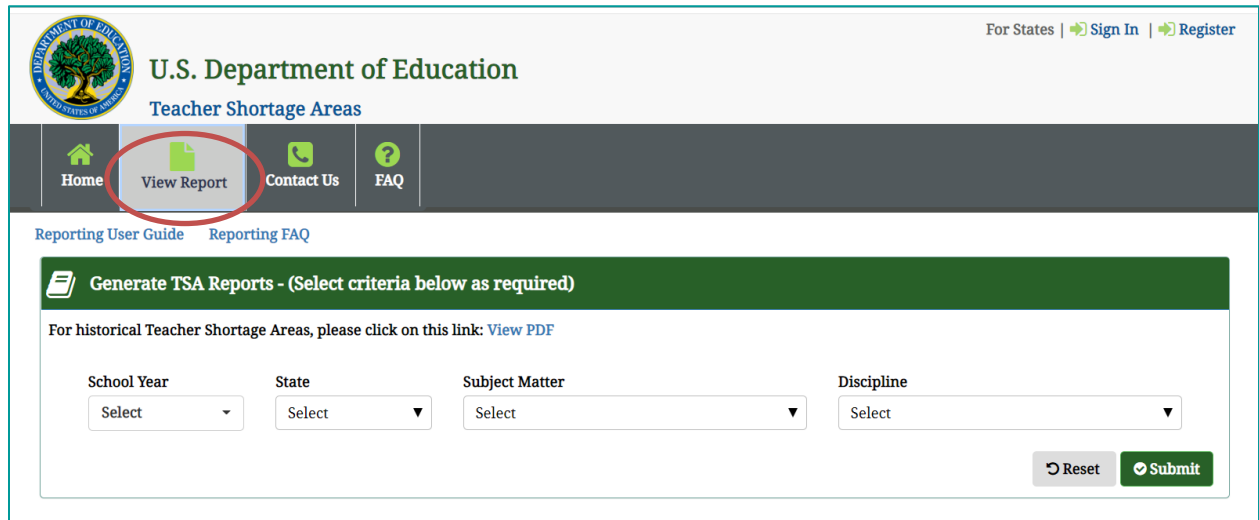
 **Report**

[Export to Pdf](#) [Export to Excel](#)

School Year	State	County	School District	Geographic Region	Subject Matter	Discipline	Grades	Grades by Age
2018_2019	Virginia	-	-	-	Special Education	All Exceptionalities	Pre-K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	-
2018_2019	Virginia	-	-	-	Core Subjects	Elementary Education	Pre-K, K, 1, 2, 3, 4, 5, 6	-
2018_2019	Virginia	-	-	-	Core Subjects	-	6, 7, 8	-
2018_2019	Virginia	-	-	-	Career and Technical Education	-	6, 7, 8, 9, 10, 11, 12	-
2018_2019	Virginia	-	-	-	Mathematics	-	6, 7, 8, 9, 10, 11, 12	-

Section 4. Frequently Asked Questions

1. Select **View Report** from the top menu.



U.S. Department of Education
Teacher Shortage Areas

For States | [Sign In](#) | [Register](#)

Home **View Report** Contact Us FAQ

[Reporting User Guide](#) [Reporting FAQ](#)

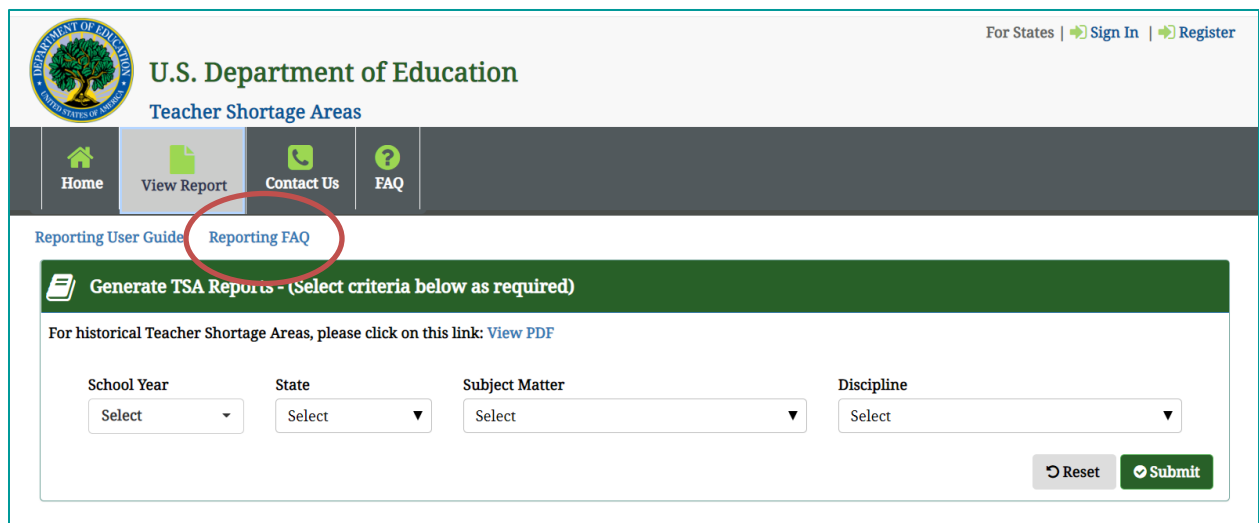
Generate TSA Reports - (Select criteria below as required)

For historical Teacher Shortage Areas, please click on this link: [View PDF](#)

School Year: State: Subject Matter: Discipline:

[Reset](#) [Submit](#)

2. Click on **Reporting FAQ** to view the Frequently Asked Questions about TSA application.



U.S. Department of Education
Teacher Shortage Areas

For States | [Sign In](#) | [Register](#)

Home View Report **Contact Us** FAQ

[Reporting User Guide](#) [Reporting FAQ](#)

Generate TSA Reports - (Select criteria below as required)

For historical Teacher Shortage Areas, please click on this link: [View PDF](#)

School Year: State: Subject Matter: Discipline:

[Reset](#) [Submit](#)



Home



View Report



Contact Us



FAQ

Frequently Asked Questions

Generating Reports

Do I have to register to view reports?

No. The “View Report” functionality is available to the public and does not require registration.

How do I generate TSA reports?

Click on the “View Report” tab from the top menu, select criteria desired and click on the submit button to generate the report. You may download the report by clicking on either “Export to PDF” or “Export to Excel”.

Where can I download the User Guide?

Click on the “View Report” tab from the top menu and then click on the link “Reporting User Guide”. You can save the User Guide on your desktop by clicking on the download sign on the top right corner.

Where can I find information on Teacher Loan Forgiveness?

Please use the following link to find information on Teacher Loan Forgiveness <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/teacher>

Related Regulations

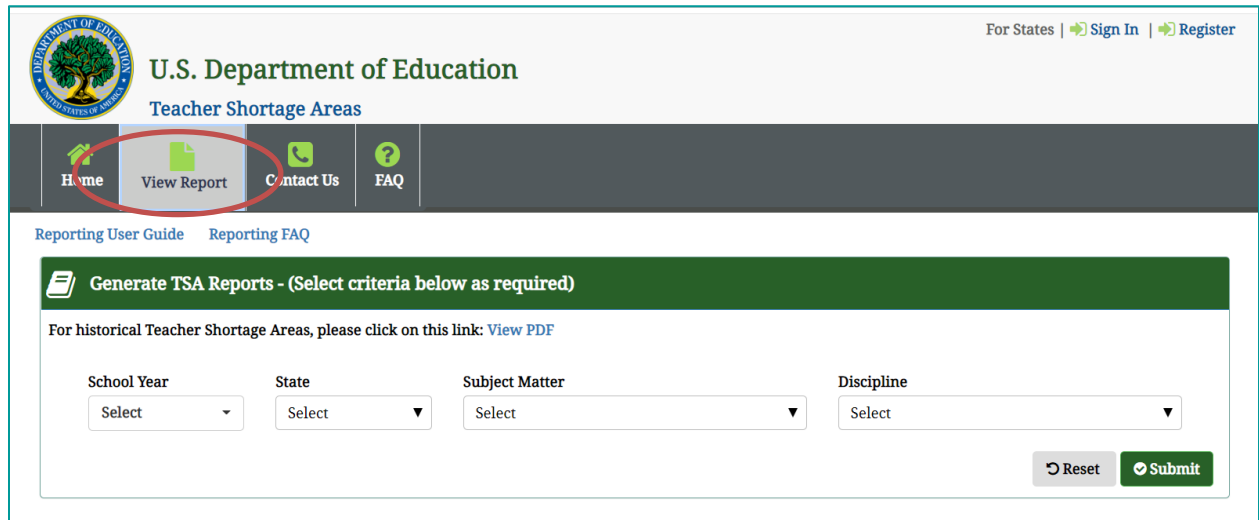
- 34 CFR Part 682: Federal Family Education Loan Programs; Final Regulations
- 34 CFR Part 674; et al. Federal Perkins loan Program, Federal Work-Study Programs, and Federal Supplemental Educational Opportunity Grant Program; Final Rule
- 34 CFR Parts 668, 673, 674, et al. The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program and Other Federal Student Aid Programs; Final Rule

OMB Authorization

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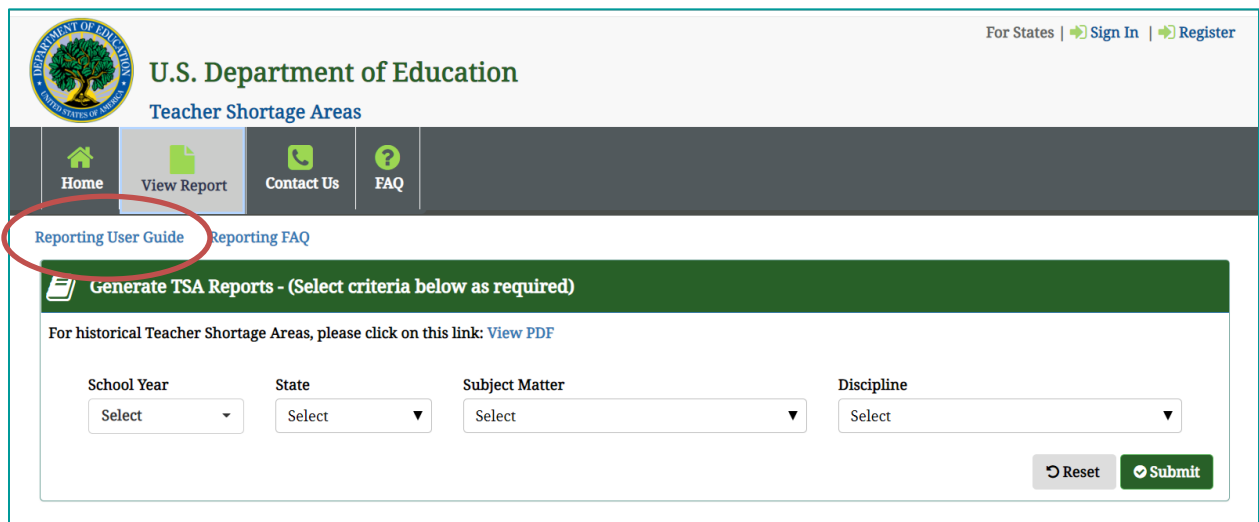
Section 5. User Guide

1. Select **View Report** from the top menu.



The screenshot shows the U.S. Department of Education Teacher Shortage Areas page. The top navigation bar includes links for Home, View Report, Contact Us, and FAQ. The 'View Report' link is circled in red. Below the navigation bar, there are links for 'Reporting User Guide' and 'Reporting FAQ'. The main content area features a green header for 'Generate TSA Reports - (Select criteria below as required)'. Below this, a message states: 'For historical Teacher Shortage Areas, please click on this link: [View PDF](#)'. There are four dropdown menus for 'School Year', 'State', 'Subject Matter', and 'Discipline', each with a 'Select' option. At the bottom right, there are 'Reset' and 'Submit' buttons.

2. Click on **Reporting User Guide** to view the reporting User Guide which has details about the TSA application report generator. Also, users can download this User Guide in PDF format.



The screenshot shows the U.S. Department of Education Teacher Shortage Areas page. The top navigation bar includes links for Home, View Report, Contact Us, and FAQ. The 'View Report' link is circled in red. Below the navigation bar, there are links for 'Reporting User Guide' and 'Reporting FAQ'. The main content area features a green header for 'Generate TSA Reports - (Select criteria below as required)'. Below this, a message states: 'For historical Teacher Shortage Areas, please click on this link: [View PDF](#)'. There are four dropdown menus for 'School Year', 'State', 'Subject Matter', and 'Discipline', each with a 'Select' option. At the bottom right, there are 'Reset' and 'Submit' buttons.

Appendix A - Acronyms and Abbreviations

Acronym	Definition
FFEL	Family Federal Education Loan
OPE	Office of Postsecondary Education
TSA	Teacher Shortage Areas
SLS	Supplemental Loans for Students
TEACH	Teacher Education Assistance for College and Higher Education